



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 2-27-78	1. Agency Address State Scholarship Commission Georgia Higher Education Assistance Authority Division - 9 Lavista Perimeter Park, Suite 110 2187 Northlake Parkway Tucker, Georgia 30084	Application Number 78-58	
Application Number 78-001		Date Received MAR - 2 1978	Date Completed MAR 23 1978
2. Person to Contact Ralph D. Roberts		Working Title Fiscal Officer	Telephone Number 393-7241
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 7-1-75 Indefinite		5. Records Series Title (followed by title used in office, if different) Georgia Incentive Scholarship (GIS) Application Form	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The function of the Georgia Higher Education Assistance Authority Division is to administer 1). The Direct Student Loan Program in which student loans are advanced and serviced directly by the Authority. 2). The Private College Tuition Grant program in which students attending private colleges are awarded tuition grants. 3). The Georgia Incentive Scholarship program in which students attending approved institutions in the state are granted funds based on need. 4). The North Georgia ROTC program in which students who are attending North Georgia College and participating in the ROTC program are awarded grants.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <u>approving applications for</u> <u>The Georgia Incentive Scholarship Program</u>  Included are: GIS application form (GHEAA/GIS-1) which is a form for applying for a GIS scholarship. File Maintenance Transactions.  File is arranged: Numerical order by batch number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>once out of six months</u> Seven to twelve months old <u>seldom</u> ; Thirteen to twenty-four months old <u>seldom</u> ; twenty-five months and older <u>seldom</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>35 boxes</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                |                                   |                |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law             | _____ years.   | d. Audit period                   | 5 _____ years. |
| b. Statute of limitation | _____ years.   | e. Administrative need            | _____ years.   |
| c. Federal law           | 5 _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area 3 month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 4 3/4 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>Ralph D. Roberts</i>	2/28/78
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. If disapproved, attach letter of explanation.)		State Auditor/Designee	3-22-78
		Secretary of State/Designee	3-16-78
		Attorney General/Designee	3-22-78